

OCCUPATIONAL GROUP: Corrections

CLASS FAMILY: Corrections Officer

CLASS FAMILY DESCRIPTION:

This family of positions includes correctional officers who perform security related tasks to ensure a safe environment within a correctional facility. These employees are responsible for enforcing rules, regulations and state law necessary for the control and management of offenders and the maintenance of public safety. These employees perform duties ranging from entry-level officer to executive level managers.

CLASS TITLE: Corrections Officer 1

DISTINGUISHING CHARACTERISTICS:

These positions are the first level of the correctional officer series performing beginning level correctional officer work. The probationary period for this level is twelve months. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Maintains control and order in the institution by observing inmates and by enforcing institution operations memoranda and procedures to ensure inmate and staff security.
- Completes written disciplinary reports on inmate rule infractions.
- Maintains records, logs and reports as required by institution operations memoranda and procedures.
- Completes regular rounds of tiers, showers, recreational areas, dining areas, perimeters and work areas.
- Conducts inmate counts at designated times in assigned unit to ensure security and early detection of escapees.
- Supervises inmates by assigning duties and monitoring work and recreation to maintain order.
- Confiscates contraband by searching inmates, living quarters, the institution and visitors to maintain security.
- Conducts random shakedowns of the inmates' cells.
- Conducts frequent pat searches and strip searches of inmates.
- Monitors and controls the institution gates and cell doors to control inmate movement and to prevent inmate escapes.
- Registers and clears inmates, staff and civilians entering and leaving the institution.
- Transports inmates to and from other institutions, courts, medical facilities, and other areas as required; escorts inmates to and from various facility areas.

- Completes verbal and written reports to supervisors regarding inmate behavior, rule violation, security issues and transportation of inmates.
- Testifies at internal hearings and in court.
- Operates security or communications equipment and/or firearms as directed and in a manner that is consistent with policy, procedure and state law.
- Inspects, inventories, maintains physical control of, and logs keys, tools weapons and related equipment; reports damaged or missing items or other noted irregularities.
- Responds to emergencies such as fights, behavioral incidents and medical emergencies.
- Participates in staff, team and committee meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of correctional security, treatment and support program operations.
- Knowledge of electronic security systems.
- Knowledge of state laws, rules, regulations, policies and procedures.
- Ability to enforce state laws, rules, regulations, policies and procedures.
- Ability to read and understand training materials, policies, procedures and related written material.
- Ability to follow verbal instructions and written directive and to follow a formal chain of command.
- Ability to safely handle and use mechanical restraints, intermediate weapons and firearms and be certified as required.
- Ability to assist in an evacuation or rescue.
- Ability to bend, lift, run or walk swiftly in order to physically disrupt altercations.
- Ability to operate a motor vehicle.
- Ability to plan, organize and direct offender activities and work details.
- Ability to work overtime, any shift, holidays and weekends as required.
- Ability to successfully pass a background and/or reference check, medical and psychological evaluation, urinalysis drug screen and other pre-employment testing prior to employment.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent.

Experience: Zero to two years of full-time or equivalent part-time verifiable work experience.

Education and/or Experience Substitution: Coursework from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None

Conditions of Employment:

Applicants must successfully complete a psychological examination prior to appointment and annually thereafter.

Applicants must successfully complete a medical examination prior to appointment and annually thereafter if employed by Division of Corrections.

Applicants must successfully complete a physical performance test prior to appointment and annually thereafter.

Applicants must submit to and meet minimum standard for a physical examination prior to employment if employed by the Regional Jail Authority.

Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to drug testing for probable cause as set forth in agency policy.

Applicant's character and suitability for employment as a Correctional Officer must be verified through an agency investigation prior to employment. Applicant's background must be clear of felony convictions.

Applicants appointed to the classified service will be required to work various shifts and it is understood schedules are subject to change at any time.

Applicants are subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.

Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.

Applicants shall successfully complete orientation training upon employment.

Applicants shall successfully complete annually forty (40) hours of in-service training, undergo a physical examination, and pass a test of physical conditioning successfully.

Applicants shall successfully complete specialized training as assigned. This particularly includes training, licensing, certification or education requirements necessary for assignment to a specialized post or position.

Applicants must successfully complete an oral interview prior to appointment for employment if employed by the Regional Jail Authority.

Applicants must possess the ability to perform the essential functions and tasks of an entry level correctional officer if employed by the Regional Jail Authority.

Applicants shall successfully complete one hundred and twenty (120) hours of basic correctional officer training during probationary period if employed by the Regional Jail Authority.

Applicants must obtain a telephone at his or her residence for the duration of employment if employed by the Regional Jail Authority.

CLASS TITLE: Corrections Officer 2

DISTINGUISHING CHARACTERISTICS:

These positions are at the full performance level correctional officer work. Most officers are assigned a specific unit to oversee and direct the activities of the inmates. These positions also function as a field training officer. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Maintains control and order in the institution by observing inmates and by enforcing institution operations memoranda and procedures to ensure inmate and staff security.
- Completes written disciplinary reports on inmate rule infractions.
- Maintains records, logs and reports as required by institution operations memoranda and procedures.

- Completes regular rounds of tiers, showers, recreational areas, dining areas, perimeters and work areas.
- Conducts inmate counts at designated times in assigned unit to ensure security and early detection of escapees.
- Supervises inmates by assigning duties and monitoring work and recreation to maintain order.
- Confiscates contraband by searching inmates, living quarters, the institution and visitors to maintain security.
- Conducts random shakedowns of the inmates' cells.
- Conducts frequent pat searches and strip searches of inmates.
- Monitors and controls the institution gates and cell doors to control inmate movement and to prevent inmate escapes.
- Registers and clears inmates, staff and civilians entering and leaving the institution.
- Transports inmates to and from other institutions, courts, medical facilities, and other areas as required; escorts inmates to and from various facility areas.
- Completes verbal and written reports to supervisors regarding inmate behavior, rule violation, security issues and transportation of inmates.
- Testifies at internal hearings and in court.
- Operates security or communications equipment and/or firearms as directed and in a manner that is consistent with policy, procedure, and state law.
- Inspects, inventories, maintains physical control of, and logs keys, tools weapons and related equipment; reports damaged or missing items or other noted irregularities.
- Responds to emergencies such as fights, behavioral incidents and medical emergencies.
- Participates in staff, team and committee meetings.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of correctional security, treatment and support program operations.
- Knowledge of electronic security systems.
- Knowledge of state laws, rules, regulations, policies and procedures.
- Skill in locating and identifying contraband.
- Ability to enforce state laws, rules, regulations, policies and procedures.
- Ability to read and understand training materials, policies, procedures and related written material.
- Ability to follow verbal instructions and written directive and to follow a formal chain of command.
- Ability to safely handle and use mechanical restraints, intermediate weapons and firearms and be certified as required.
- Ability to assist in an evacuation or rescue.
- Ability to bend, lift, run or walk swiftly in order to physically disrupt altercations.
- Ability to operate a motor vehicle.
- Ability to plan, organize and direct offender activities and work details.
- Ability to work overtime, any shift, holidays and weekends as required.

- Ability to successfully pass a background and/or reference check, medical and psychological evaluation, urinalysis drug screen and other pre-employment testing prior to employment.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent.

Experience: One to three years of full-time or equivalent part-time verifiable experience related to corrections, probation/parole, law enforcement, military or in criminal justice.

Education and/or Experience Substitution: Coursework from a regionally accredited college or university related to corrections, probation/parole, law enforcement, military or in criminal justice may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None

Special Requirement: Completion of the Division of Juvenile Services Academy and certification of forty hours on in house training is required if employed by the Division of Juvenile Services.

Conditions of Employment:

Applicants must successfully complete a psychological examination prior to appointment and annually thereafter.

Applicants must successfully complete a medical examination prior to appointment and annually thereafter if employed by Division of Corrections.

Applicants must successfully complete a physical performance test prior to appointment and annually thereafter.

Applicants must submit to and meet minimum standard for a physical examination prior to employment if employed by the Regional Jail Authority.

Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to drug testing for probable cause as set forth in agency policy.

Applicant's character and suitability for employment as a Correctional Officer must be verified through an agency investigation prior to employment. Applicant's background must be clear of felony convictions.

Applicants appointed to the classified service will be required to work various shifts and it is understood schedules are subject to change at any time.

Applicants are subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.

Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.

Applicants shall successfully complete orientation training upon employment.

Applicants shall successfully complete annually forty (40) hours of in-service training, undergo a physical examination, and pass a test of physical conditioning successfully.

Applicants shall successfully complete specialized training as assigned. This particularly includes training, licensing, certification or education requirements necessary for assignment to a specialized post or position.

Applicants must successfully complete an oral interview prior to appointment for employment if employed by the Regional Jail Authority.

Applicants shall successfully complete one hundred and twenty (120) hours of basic correctional officer training during probationary period if employed by the Regional Jail Authority. Applicants must maintain a telephone at his or her residence for the duration of employment at the Regional Jail Authority.

CLASS TITLE: Corrections Officer, Corporal

DISTINGUISHING CHARACTERISTICS:

These positions serve as the first line supervisors of Correctional Officers or serve as Correctional Officers. These officers supervise and review the work of subordinates to ensure facility security or the functioning of a specialized post or unit. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Conducts and supervises the orientation and/or on-the-job training of subordinate officers.
- Provides guidance and direction to subordinate officers.
- Monitors the performance of subordinate officers; makes recommendations for disciplinary action; counsels and/or prepares written evaluations of subordinates.
- Reads and implements training materials, post orders, administrative regulations, log entries and/or memoranda.
- Obtains information from previous shift regarding activities occurring on that shift.
- Reports all security violations.
- Conducts and/or assists with offender intake/discharge procedures.
- Maintains security by supervising the conduct, work and discipline of inmates.
- Performs counts at regular, or other, intervals to insure offender accountability.
- Keeps accurate records and documentation of activities.
- Observes and reacts to aggressive inmate behavior.
- Testifies in internal disciplinary hearings and in court.
- Transports inmates to and from other institutions, courts, medical facilities, and other areas as required; escorts inmates to and from various facility areas.
- Supervises and directs the work crew of inmates engaged in cleaning or maintenance of buildings and grounds.
- Operates security/communications equipment and/or firearms as directed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of correctional security, treatment and support program operations.
- Knowledge of electronic security systems.

- Knowledge of state laws, rules, regulations, policies and procedures.
- Skill in locating and identifying contraband.
- Ability to enforce state laws, rules, regulations, policies and procedures.
- Ability to read and understand training materials, policies, procedures and related written material.
- Ability to follow verbal instructions and written directive and to follow a formal chain of command.
- Ability to supervise enforcement of rules, regulations and state law.
- Ability to plan, organize and direct staff, offender activities and work details.
- Ability to safely handle and use firearms, chemical agents and mechanical restraints and to obtain certification in the use of this equipment.
- Ability to assist in an evacuation or rescue.
- Ability to bend, lift, run or walk swiftly in order to physically disrupt altercations.
- Ability to operate a motor vehicle.
- Ability to plan, organize and direct offender activities and work details.
- Ability to work overtime, any shift, holidays and weekends as required.

MINIMUM QUALIFICATIONS

Education: Graduation from a high school or equivalent.

Experience: Two to four years of full-time or equivalent part-time verifiable experience related to corrections, probation/parole, law enforcement, military or in criminal justice.

Education and/or Experience Substitution: Coursework from a regionally accredited college or university related to corrections, probation/parole, law enforcement, military or in criminal justice may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

Special Requirement: Completion of the Division of Juvenile Services Academy and certification of forty hours on in house training is required if employed by the Division of Juvenile Services.

Conditions of Employment:

Applicants must successfully complete competitive promotion selection process governed by agency policy.

Applicants must successfully complete a psychological examination prior to appointment and annually thereafter.

Applicants must successfully complete a medical examination prior to appointment and annually thereafter if employed by Division of Corrections.

Applicants must successfully complete a physical performance test prior to appointment and annually thereafter.

Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to drug testing for probable cause as set forth in agency policy if employed by the Division of Corrections.

Applicant's character and suitability for employment as a Correctional Officer must be verified through an agency investigation prior to employment. Applicant's background must be clear of felony convictions.

Applicants appointed to the classified service will be required to work various shifts and it is understood schedules are subject to change at any time.

Applicants are subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.

Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.

Applicants shall successfully complete orientation training upon employment.

Applicants shall successfully complete annually forty (40) hours of in-service training, undergo a physical examination, and pass a test of physical conditioning successfully.

Applicants shall successfully complete specialized training as assigned. This particularly includes training, licensing, certification or education requirements necessary for assignment to a specialized post or position.

Applicants shall successfully complete one hundred and twenty (120) hours of basic correctional officer training during probationary period if employed by the Regional Jail Authority.

Applicants must successfully meet physical standards to perform the essential functions and tasks prior to appointment and annually thereafter if employed by the Regional Jail Authority.

Applicants shall successfully complete a Supervisory Course with six months of promotion if employed by the Division of Corrections.

Applicants must maintain a telephone in his or her residence for the duration of employment.

CLASS TITLE: Corrections Officer, Sergeant

DISTINGUISHING CHARACTERISTICS:

These positions are supervisors who serve as shift or unit supervisors or serve in a mid-level specialized supervisory capacity. Factors such as size of correctional officer complement or offender population are considered in determining assignment. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises and trains correctional staff regarding facility rules, procedures and specific post duties; ensures mandatory training for correctional staff is completed; maintains training equipment; obtains training locations.
- Assigns work and inspects posts to ensure officers are performing properly; evaluates officer performance based on established work standards; mediates officer disputes and responds to employee grievances.
- Supervises and accounts for inmate location, movement and activity and enforces the institution's memoranda and procedures to maintain security, order and discipline within the institution.
- Inspects inmates and inmates' quarters for contraband; prepares a master count book and verifies count.
- Maintains daily logs of incidences and major occurrences.
- Assigns correctional officers to make continuous security rounds of buildings and grounds.
- Performs irregular and regular counts of inmates.

- Escorts inmates to various appointments within and outside the facility.
- Leads cell entry teams when inmates are disorderly.
- Accounts for weapons, security keys, radios, locks, tools and knives.
- Initiates drills and exercises and provides staff training.
- Monitors and controls the movement of employees, inmates and visitors throughout the institution.
- Assigns inmates to work crews.
- Places inmates on administrative detention, protective custody and suicide watch.
- Performs operational and training tasks related to the operation of a regional jail.
- Collaborates with court officials regarding inmate legal status.
- Monitors work release program; assigns and monitors trustee work assignments.
- Conducts inventories to ensure adequate operational materials.
- Compiles statistics and reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of correctional security, treatment and support program operations.
- Knowledge of electronic security systems.
- Knowledge of state laws, rules, regulations, policies and procedures.
- Knowledge of emergency procedures.
- Ability to effectively plan, assign, supervise and direct subordinate staff.
- Ability to supervise enforcement of rules, regulations and state law.
- Ability to plan, organize and direct subordinate staff and offender activities and work details.
- Ability to resolve offender and subordinate staff problems and conflicts.
- Ability to follow and issue written and oral direction within a formal chain of command.
- Ability to interact positively with staff, inmates and the general public.
- Ability to bend, lift, run or walk swiftly in order to physically disrupt altercations.
- Ability to use appropriate physical force to control offenders when necessary.
- Ability to safely handle and use firearms, chemical agents and mechanical restraints and to obtain certification in the use of this equipment.
- Ability to conduct correct contraband searches.
- Ability to use a computer and related software.
- Ability to initiate and supervise accurate offender counts.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or equivalent.

Experience: Four to five years of full-time or equivalent part-time verifiable experience related corrections, probation/parole, law enforcement, military or in criminal justice.

Educational and/or Experience Substitution: Coursework from a regionally accredited college or university related to corrections, probation/parole, law enforcement, military, or in criminal justice.

Certifications, Licenses, Registrations: None.

Special Requirement: Completion of the Division of Juvenile Services Academy and certification of forty hours on in house training is required if employed by the Division of Juvenile Services.

Conditions of Employment:

Applicants must successfully complete competitive promotion selection process governed by agency policy.

Applicants must successfully complete a psychological examination prior to appointment and annually thereafter.

Applicants must successfully complete a medical examination prior to appointment and annually thereafter.

Applicants must successfully complete a physical performance test prior to appointment and annually thereafter.

Applicants must submit to and meet minimum standard for a physical examination prior to employment if employed by the Regional Jail Authority.

Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to drug testing for probable cause as set forth in agency policy if employed by the Division of Corrections.

Applicant's character and suitability for employment as a Correctional Officer must be verified through an agency investigation prior to employment. Applicant's background must be clear of felony convictions.

Applicants appointed to the classified service will be required to work various shifts and it is understood schedules are subject to change at any time.

Applicants are subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.

Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.

Applicants shall successfully complete orientation training upon employment.

Applicants shall successfully complete annually forty (40) hours of in-service training, undergo a physical examination, and pass a test of physical conditioning successfully.

Applicants shall successfully complete specialized training as assigned. This particularly includes training, licensing, certification or education requirements necessary for assignment to a specialized post or position.

Applicants shall successfully complete one hundred and twenty (120) hours of basic correctional officer training during probationary period if employed by the Regional Jail Authority.

Applicants shall successfully complete an Administrative Course within six months of promotion if employed by the Division of Corrections.

Applicants must maintain a telephone at his or her residence for the duration of employment if employed by the Regional Jail Authority.

CLASS TITLE: Corrections Officer, Lieutenant

DISTINGUISHING CHARACTERISTICS:

These positions perform administrative or supervisory duties as a shift or unit supervisor, Chief or Correctional Officer, or in a midlevel specialized supervisory or administrative position. These officers plan, direct and review the work of subordinates or perform administrative duties related to the security of operations of a specialized unit. Factors such as size of correctional officer complement or offender population are considered in determining assignment. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Schedules correctional staff for all shifts to ensure the security of the facility and safety of employees and inmates.
- Enforces rules, regulations, policies and institution operations memoranda and procedures.
- Determines appropriate action in emergency situations.
- Supervises subordinate staff to ensure the objectives of the work unit are met: provides training and work direction; approves leave requests.
- Assists in selection, hiring and promotion of staff: interviews applicants.
- Addresses staff problems and recommends disciplinary action.
- Conducts performance reviews and completes performance documents.
- Maintains security by inspecting all posts for appropriate staffing to ensure the safety of inmates and personnel.
- Reviews officers' reports on inmates and inmate activities.
- Maintains a detailed log of inmate activities.
- Authorizes and directs inmate counts.
- Searches inmate property for contraband.
- Arbitrates disputes among inmates and staff.
- Initiates drills, exercises and provides staff training.
- Determines appropriate action in security breakdowns or potential emergency situations.
- Authorizes and plans transportation of inmates.
- Performs administrative tasks to support efficient management of the facility.
- May function as the designee for the chief executive officer of the operational unit.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of correctional security, treatment and support program operations.
- Knowledge of rules, regulations, policy directives of the agency and pertinent sections of the West Virginia State Code.
- Ability to organize, plan, delegate and supervise to effectively utilize human and material resources.
- Ability to follow and issue written and oral direction within a formal chain of command.
- Ability to recognize, correctly assess, respond to and direct the action of subordinates during potential and actual emergencies such as, but not limited to fires, altercations, disturbances or escapes in manner consistent with policy and procedure which ensures public safety.
- Ability to interact positively with staff, inmates and the general public.

- Ability to bend, lift, run or walk swiftly in order to physically disrupt altercations.
- Ability to conduct training of employees.
- Ability to safely handle and use firearms, chemical agents and mechanical restraints and to obtain certification in the use of this equipment.
- Ability to conduct contraband searches.
- Ability to use a computer and related software.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or equivalent.

Experience: Five to six years of full-time or equivalent part-time verifiable experience related to corrections, probation/parole, law enforcement, military, or in criminal justice.

Education and/or Experience Substitution: Coursework from a regionally accredited college or university related to corrections, probation/parole, law enforcement, military or in criminal justice.

Certifications, Licenses, Registrations: None.

Special Requirement: Completion of the Division of Juvenile Services Academy and certification of forty hours on in house training is required if employed by the Division of Juvenile Services.

Conditions of Employment:

Applicants must successfully complete competitive promotion selection process governed by agency policy.

Applicants must successfully complete a psychological examination prior to appointment and annually thereafter.

Applicants must successfully complete a medical examination prior to appointment and annually thereafter.

Applicants must successfully complete a physical performance test prior to appointment and annually thereafter.

Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to drug testing for probable cause as set forth in agency policy if employed by the Division of Corrections.

Applicant's character and suitability for employment as a Correctional Officer must be verified through an agency investigation prior to employment. Applicant's background must be clear of felony convictions.

Applicants appointed to the classified service will be required to work various shifts and it is understood schedules are subject to change at any time.

Applicants are subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.

Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.

Applicants shall successfully complete orientation training upon employment.

Applicants shall successfully complete annually forty (40) hours of in-service training, undergo a physical examination, and pass a test of physical conditioning successfully.

Applicants shall successfully complete specialized training as assigned. This particularly

includes training, licensing, certification or education requirements necessary for assignment to a specialized post or position.

Applicants shall successfully complete one hundred and twenty (120) hours of basic correctional officer training during probationary period if employed by the Regional Jail Authority.

Applicants shall successfully complete an Administrative Course within six months of promotion if employed by the Division of Corrections.

Applicants must successfully meet physical standards to perform the essential functions and tasks prior to appointment and annually thereafter if employed by the Regional Jail Authority.

Applicants must maintain a telephone at his or her residence for the duration of employment if employed by the Regional Jail Authority.

CLASS TITLE: Corrections Officer, Captain

DISTINGUISHING CHARACTERISTICS:

These positions perform administrative duties as a shift or unit supervisor, Chief Correctional Officer, or in a related administrative capacity. These officers plan, direct and review the work of subordinates to ensure the overall orderly function of a facility or of a specialized unit. Factors such as complexity of duties, size of correctional officer complement or offender population assist in determining assignment. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Schedules correctional staff for all shifts to ensure the security of the facility and safety of employees and inmates.
- Enforces rules, regulations, policies and institution operations memoranda and procedures.
- Determines appropriate action in emergency situations.
- Supervises subordinate staff to ensure the objectives of the work unit are met; provides training and work direction; approves leave requests.
- Assists in selection, hiring and promotion of staff: interviews staff.
- Addresses staff problems and recommends disciplinary action.
- Conducts performance reviews and completes performance documents.
- Maintains security by inspecting all posts for appropriate staffing to ensure the safety of inmates and personnel.
- Reviews officers' reports on inmates and inmate activities.
- Maintains a detailed log of inmate activities
- Authorizes and directs inmate counts.
- Searches inmate property for contraband.
- Arbitrates disputes among inmates and staff.
- Initiates drills, exercises and provides staff training.
- Determines appropriate action in security breakdowns or potential emergency situations.
- Authorizes and plans transportation of inmates.
- Performs administrative tasks to support efficient management of the facility.
- Testifies at internal disciplinary hearings and in court.

- May function as the designee for the chief executive officer of the operational unit.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of correctional security, treatment and support program operations.
- Knowledge of rules, regulations, policy directives of the agency and pertinent sections of the West Virginia State Code.
- Ability to organize, plan, delegate and supervise to effectively utilize human and material resources.
- Ability to follow and issue written and oral direction within a formal chain of command.
- Ability to recognize, correctly assess, respond to and direct the action of subordinates during potential and actual emergencies such as, but not limited to fires, altercations, disturbances or escapes in manner consistent with policy and procedure which ensures public safety.
- Ability to interact positively with staff, inmates and the general public.
- Ability to run, jump, climb stairs and physically restrain violent residents.
- Ability to conduct training of employees.
- Ability to safely handle and use firearms, chemical agents and mechanical restraints and to obtain certification in the use of this equipment.
- Ability to conduct correct contraband searches.
- Ability to use a computer and related software.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or equivalent.

Experience: Six to seven years of full-time or equivalent part-time verifiable experience related to corrections, probation/parole, law enforcement, military, or in criminal justice.

Education and/or Experience Substitution: Coursework from a regionally accredited college or university related to corrections, probation/parole, law enforcement, military, or criminal justice may substitute for the required experience on a year for year basis.

Special Requirement: Completion of the Division of Juvenile Services Academy and certification of forty hours on in house training is required if employed by the Division of Juvenile Services.

Certifications, Licenses, Registrations: None.

Conditions of Employment with Juvenile Services: Completion of the Division of Juvenile Services Academy and certification of forty hours of in service training.

Conditions of Employment with Division of Corrections:

Applicants must successfully complete competitive promotion selection process governed by agency policy.

Applicants must successfully complete a psychological examination prior to appointment and annually thereafter.

Applicants must successfully complete a medical examination prior to appointment and annually thereafter.

Applicants must successfully complete a physical performance test prior to appointment and annually thereafter.

Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to drug testing for probable cause as set forth in agency policy.

Applicant's character and suitability for employment as a Correctional Officer must be verified through an agency investigation prior to employment. Applicant's background must be clear of felony convictions.

Applicants appointed to the classified service will be required to work various shifts and it is understood schedules as subject to change at any time.

Applicants are subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.

Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.

Applicants shall successfully complete orientation training upon employment.

Applicants shall successfully complete annual in-service training to maintain Correctional Officer status.

Applicants shall successfully complete specialized training as assigned. This particularly includes training, licensing, certification or education requirements necessary for assignment to a specialized post or position.

Applicants shall successfully complete an Administrative Course within six months of promotion.

CLASS TITLE: Corrections Officer, Major

DISTINGUISHING CHARACTERISTICS:

These positions perform administrative duties of the Chief Correctional Officer or functions in a specialized administrative capacity. These officers plan, direct and review the work of subordinates or perform administrative duties related to the security or operation of a specialized unit. Factors such as size of correctional officer complement or offender population are considered in determining assignment. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Schedules correctional staff for all shifts to ensure the security of the facility and safety of employees and inmates.
- Enforces rules, regulations, policies and institution operations memoranda and procedures.
- Determines appropriate action in emergency situations.
- Supervises subordinate staff to ensure the objectives of the work unit are met; provides training and work direction; approves leave requests.
- Assists in selection, hiring and promotion of staff: interviews applicants.
- Addresses staff problems and recommends disciplinary action.
- Conducts performance reviews and completes performance documents.

- Maintains security by inspecting all posts for appropriate staffing to ensure the safety of inmates and personnel.
- Reviews officers' reports on inmates and inmate activities. Maintains a detailed log of inmate activities
- Authorizes and directs inmate counts.
- Searches inmate property for contraband.
- Arbitrates disputes among inmates and staff.
- Initiates drills, exercises and provides staff training.
- Determines appropriate action in security breakdowns or potential emergency situations.
- Authorizes and plans transportation of inmates.
- Performs administrative tasks to support efficient management of the facility.
- Testifies at internal disciplinary hearings and in court.
- May function as the designee for the chief executive officer of the operational unit.

KNOWLEDGE SKILLS AND ABILITIES:

- Knowledge of correctional security, treatment and support program operations.
- Knowledge of policy directives of the agency and pertinent sections of the West Virginia State Code.
- Ability to organize, plan, delegate and supervise to effectively utilize human and material resources.
- Ability to follow and issue written and oral direction within a formal chain of command.
- Ability to recognize, correctly assess, respond to and direct the action of subordinates during potential and actual emergencies such as, but not limited to fires, altercations, disturbances or escapes in manner consistent with policy and procedure which ensures public safety.
- Ability to interact positively with staff, inmates and the general public.
- Ability to bend, lift, run or walk swiftly in order to physically disrupt altercations.
- Ability to conduct training of employees.
- Ability to safely handle and use firearms, chemical agents and mechanical restraints and to obtain certification in the use of this equipment.
- Ability to conduct correct contraband searches.
- Ability to use a computer and related software.

MINIMUM QUALIFICATIONS:

Education: Graduation from high school or equivalent.

Experience: Seven to eight years of full-time or equivalent part-time verifiable experience related to corrections, probation/parole, law enforcement, military, or in criminal justice.

Education and/or Experience Substitution: Coursework from a regionally accredited college or university related to corrections, probation/parole, law enforcement, military or in criminal justice may substitute for the required experience on a year for year basis.

Certifications, Licenses, Registrations: None.

Conditions of Employment with Division of Corrections:

Applicants must successfully complete competitive promotion selection process governed by agency policy.

Applicants must successfully complete a psychological examination prior to appointment and annually thereafter.

Applicants must successfully complete a medical examination prior to appointment and annually thereafter.

Applicants must successfully complete a physical performance test prior to appointment and annually thereafter.

Applicants must successfully complete a chemical urinalysis drug-screening test prior to initial employment. All employees in this job class shall be subject to drug testing for probable cause as set forth in agency policy.

Applicant's character and suitability for employment as a Correctional Officer must be verified through an agency investigation prior to employment. Applicant's background must be clear of felony convictions.

Applicants appointed to the classified service will be required to work various shifts and it is understood schedules as subject to change at any time.

Applicants are subject to mandatory overtime requirements and must be available for assignment to any location in the State of West Virginia.

Applicants must possess a valid driver's license prior to appointment and continuously maintain such license while employed in this classification.

Applicants shall successfully complete orientation training upon employment.

Applicants shall successfully complete annual in-service training to maintain Correctional Officer status.

Applicants shall successfully complete specialized training as assigned. This particularly includes training, licensing, certification or education requirements necessary for assignment to a specialized post or position.

Applicants shall successfully complete an Administrative Course within six months of promotion.